

**United States Army Training Center  
and Fort Jackson  
Cadet Handbook**



**Fort Jackson, South Carolina  
2012**

Dear Cadet Leader:

Welcome to the United States Army Training Center and Fort Jackson (USATC & FJ), South Carolina. We are looking forward to having you as a member of our team as we train America's future Soldiers. The primary mission of The USATC & FJ is to conduct gender-integrated Basic Combat Training (BCT) and Advanced Individual Training (AIT).

BCT and AIT training requires intensive leadership, precise execution, and strict adherence to standards and discipline. It is a tough, challenging environment involving long hours, and demanding high standards of excellence; however, you will find the results rewarding and gratifying.

We are committed to your professional development and look forward to your arrival this summer. Your duties will require you to plan, prepare, and more importantly, execute tough, realistic, and rigorous training for our new Soldiers. This great training experience will assist in your growth as a Soldier and officer in the United States Army. You can make a meaningful contribution to our Army's training mission in your time here. Learn as much as you can from the Officers and NCO's. You will be around some of the best NCOs and officers in our Army.

We sincerely wish you a safe journey and look forward to your arrival here. We will help you become future leaders of our Army. Come ready to learn.

**VICTORY STARTS HERE!!!**

## **Table of Contents**

## **Page**

Welcome Letter	2
Overview	4

## **Appendices**

A -	Fort Jackson History	7
B -	Answers to Common Questions	9
C -	BCT Training Requirements	11
D -	10 Week Training Schedule for BCT	12
E -	BCT Typical Day Schedule	15
F -	Need to Know Initial Entry Training (IET) Directives	16
G -	Platoon Leader /Executive Officer Duty Description	18
H -	Weapons Immersion	19
I -	Expectations of Cadets	20
J -	Army Values	21
K -	Soldier's Creed	23
L -	Cadet Assessment Form	24
M -	Sponsor Assessment Form	25
N -	Frequently Used Numbers	26
O -	BCT Training and IET Acronyms	27
P -	Summer Safety	31
Q -	Location of Fort Jackson units	32
R -	Fort Jackson Area Map	34
S -	Packing List	35
T -	BCT Core	36
U -	Warrior Task and Battle Drills(WTBD)	37

# OVERVIEW

## 1. **PURPOSE:**

a. The purpose of this handbook is to provide guidance and instructions for Cadets participating in Cadet Troop Leader Training (CTLT) at Fort Jackson, South Carolina.

b. USATC and Fort Jackson executes the Cadet Training Program annually for USMA and ROTC Cadets. This program supports Deputy Commanding General for Initial Military Training. It is intended to provide Cadets a positive leadership experience by assigning them to selected leadership positions within the Initial Entry Training (IET) environment, which will complement the development of traits and skills for future Army leaders. Cadets participating in the CTLT program will be afforded all the courtesies of a Commissioned Officer.

## 2. **CONCEPT:**

CTLT typically lasts 3-4 weeks and allows Cadets the opportunity to serve as platoon leaders or company Executive Officers in IET companies. They will interact closely with Drill Sergeants and other highly experienced cadre. The program will enhance their common task skill proficiency in an Army training environment. In addition, Cadets will have close interaction with basic training Soldiers; guiding, directing and participating in their training. The CTLT program offers an outstanding opportunity to maximize potential and develop a strong sense of professionalism, integrity, honor, and individual responsibility. You can find Platoon Leader and Executive Officer (XO) duty descriptions in Appendix G.

## 3. **ARRIVAL:**

A Cadet's success in CTLT begins long before their arrival at Fort Jackson. Early contact with assigned sponsors, study of the tasks that you will be asked to performed, and individual preparation before your arrival are key to getting the most out of your experience. Upon your arrival at the Columbia Metropolitan Airport (Day 1), you will check in with the G3 and brigade liaisons onsite. Cadets will then be transported to the Fort Jackson Welcome Center by bus. At the Welcome Center, you will be assigned your lodging room and meet your sponsor. In the first few days, Cadets will receive several briefings, to include the CG's welcome brief, Range Safety Course, Heat Injury Prevention class, and the Support Cadre Training Course. Cadets should arrive at least ten-minutes prior to each brief and be prepared to stay all day. Sponsors are not required to attend in-briefs. Cadets will meet their Brigade/Battalion Commanders and receive an in-brief on their expectations of Cadets. They will then link up with their respective Company Commanders and be assigned to their platoons.

### Summary of Initial Arrival at Fort Jackson

- Arrival at Columbia Airport
- Reception with Fort Jackson G3 and brigade liaisons
- Bus transport to Fort Jackson Welcome Center and check into lodging
- Link up with sponsor
- Support Cadre Training Course
- CG/Deputy Commander in-briefs for Cadets
- Range Safety course
- Heat Injury Prevention Program training
- Report to assigned company

#### 4. **GENERAL:**

- a. Cadets will attend daily physical readiness training with the unit. Cadets will serve as Platoon Leader and will be advised and mentored by the Platoon Sergeant. The company cadre will commit to developing the Cadet, just as NCOs would do with a new Platoon Leader. Cadets will plan and attend training, participate in daily PRT, and lead the platoon. Cadets will participate in company training meetings and function as a Platoon Leader to the greatest extent possible without jeopardizing the mission or safety.
- b. Cadets should be assigned to a BCT company with a Company Commander and XO so they can be mentored by officers as well as the ISG and DSs. Most Cadets will be assigned to Platoon Leader slots, but some may be assigned to Company Executive Officer slots, based on availability.
- c. Cadets will be billeted in Magruder Barracks in 2 person rooms. Priority will be given to assign Cadets in the same BCT company, or at a minimum same battalion, to the same room. Units are responsible for transporting Cadets to and from the Company area.
- d. Cadets will participate in as much training as possible. Appendix I lists requirements that every Cadet should do regardless of job. Cadets will participate in all officer actions as appropriate.
- e. Cadets and their sponsors will complete an assessment at the end of the training period. The forms located in Appendix M should be candid and offer constructive comments, so training can improve. Please do them well, as senior leadership will read each form.
- f. Cadets will learn important training approaches and concepts. Weapons immersion is stressed in BCT. Appendix H covers this concept, and Cadets need to know its value.

5. **DEPARTURE:**

a. Cadets will receive an out- brief from the Deputy Commanding Officer (DCO) on their experiences at Fort Jackson prior to their departure from the CTLT Program. Cadets will turn in a copy of their Officer Evaluation Reports (OER) and retain the original OER to hand carry back to their school. Cadets will turn in their written AAR forms and be prepared to discuss their comments with DCO. On their final day of the cycle, Cadets will check out of billeting and be transported to the Airport.

b. **END OF CYCLE SUMMARY**

- OER counseling
- Outbrief and After Action Review
- Check out of Billeting
- Transport to Columbia Airport

## **Appendix A – History of the United States Army Training Center and Fort Jackson**



Fort Jackson is the largest Basic Combat Training Center in the U.S. Army, training 50 percent of all Soldiers and 60 percent of the enlisted women entering the Army each year. Providing the Army with trained, disciplined, motivated, and physically fit warriors who espouse the Army's core values and are focused on teamwork is the post's primary mission. Accomplishing that mission means training in excess of 50,000 basic training and advanced individual training Soldiers every year.

In addition to other missions, Fort Jackson is home to the U.S. Army Soldier Support Institute, the U.S. Army Chaplains Center and School, and the National Center for Credibility Assessments (NCCA). The fort includes more than 52,000 acres, including more than 100 ranges and field training sites and 1,160 buildings. Soldiers, civilians, retirees, and Family members make up the Fort Jackson community that continues to grow in numbers and facilities. More than 4,100 active duty Soldiers and their 14,000 Family members are assigned to the installation and make this area their home.

Fort Jackson employs almost 3,500 civilians and provides services for more than 36,000 retirees and their Family members. An additional 12,000 students attend courses at the Soldier Support Institute, Chaplain Center and School, and Drill Sergeant School annually. The fort



## **Appendix A (cont.)**

continues to grow as a result of the Base Realignment and Closure Commission's decision to make Fort Jackson the home of the Army's only Drill Sergeant School, the Armed Forces Chaplain Center, and the 81st Regional Reserve Command.

Family housing is being completely redone with the Residential Communities Initiative. Balfour-Beatty, a private contractor, is currently demolishing old quarters and building new homes. The end result will be 640 new and 210 renovated homes for Army Families.

Since 1917, when fighting men and women were needed for World War I, Fort Jackson has a proud history of supporting our Army in times of war and peace. That tradition continues today as the post willingly accepts new challenges related to the War on Terrorism and stands ready to accept any additional mission in support of our nation's defense.





## Appendix B – Answers To Common Questions

1. **Uniforms & Equipment** The duty uniform on Fort Jackson is the Army Combat Uniform (ACU) with patrol cap. The ROTC Cadet rank or the West Point Cadet class shield will be worn on all headgear as applicable for each Cadet. West Point may wear the insignia indicating their class. All ROTC Cadets will wear a single “DOT” for Cadet Second Lieutenant. Cadets may bring their own TA 50, but it is not required as they may draw from their Unit. Bringing a dress uniform (ie: ASU or Dress Grey) is encouraged, but not required.
2. **Medical and Dental.** Cadets are authorized emergency care at Fort Jackson Medical and Dental Clinics. Accidents or illness requiring hospitalization or profile of a Cadet will be reported immediately to G3 Project Officer at 803-751-6744. Cadets will not bring their medical records to Fort Jackson.
3. **Meals.** Cadets are authorized to eat at all Fort Jackson dining facilities. ROTC Cadets are authorized meals at no charge by showing their ID and DD1610. USMA Cadets must pay for all meals consumed in government dining facilities, including field rations.
4. **Mail.** Cadets’ mailing address will be the same as their unit of assignment. Cadets will provide their unit mail clerk copies of their orders as well as holding instructions IAW regulations pertaining to incoming Cadets. Parent units will submit one locator card, DA Form 3995, to the Fort Jackson Post Locator, building 7533, to facilitate mail delivery to each assigned Cadet. Upon completion of training, mail will be forwarded to the home address that the Cadets provided on their locator cards.
5. **Lodging.** Upon arrival to Fort Jackson, all Cadets will report to the Lodging Office at the Fort Jackson Inn, (BLDG 7550) located on Benning Road for billeting. This facility is open 24 hours a day. Cadets may wear civilian clothes to check into quarters. Cadets must have at least three copies of their orders. Upon arrival, the billeting office will assign each Cadet a room. Sponsors will meet Cadets at the Welcome Center to help resolve any issues that may arise.
6. **Privileges.** Cadets enjoy the same off-duty privileges as junior officers in the unit assigned. Cadets, upon presentation of official orders or their Common Access Card (CAC), will have full Post Exchange (PX) and commissary privileges. Travel off post is at the Unit Commander’s discretion.

## Appendix B (cont.)

7. **Emergency Leave.** In the event that a Cadet requires emergency leave, the unit will immediately notify G3 TRAINING at 803-751-6744 during duty hours or the Fort Jackson's Emergency Operations Center at (803) 751-5166/5167/3983 during off duty hours.

8. **Leave/Pass.** Ordinary leave is not authorized. Passes may be granted at the Unit Commander's discretion.



## Appendix C - BCT Training Requirements

BCT is very strenuous, and it is designed to challenge individuals as they transform from civilians into Soldiers in just 10 weeks. During your time at Fort Jackson, you will watch Soldiers strive to complete tasks required to graduate.

New Soldiers must:

1. Complete the end-of-cycle Army Physical Fitness test (APFT) with a minimum of 50 points in each event at the end of BCT.
2. Qualify with individual weapon, complete advanced marksmanship training, participate in the prescribed weapons immersion program (safe handling and maintenance), and complete the combat field fire (7 of 15 kills).
3. Complete obstacle and confidence courses as prescribed in the appropriate Training Support Package (TSP) and TC 3-22.20
4. Complete basic combatives.
5. Qualify with hand grenades, including successfully negotiating the grenade assault course and throwing live hand grenades.
6. Complete the protective mask confidence exercise.
7. Complete foot marches of 4, 8 12, and 16 kms carrying equipment weighting approximately 30% of their body weight.
8. Complete combat lifesaver training.
9. Demonstrate proficiency in the individual warrior tasks and the individual supporting tasks for each of the warrior battle drills, in the field environment.



## Appendix D – 10-week Training Schedule for Basic Combat Training



Cadets assigned to a BCT unit will join their company at some point in the cycle described below. Learn as much as you can from your starting point in the cycle. All phases are unique and beneficial in the transformation process. You can learn from any of them.

### **Week 0: Reception**

Soldiers complete administrative actions required to become part of the Army. Basic things such as medical examinations, setting-up pay and initial issue of uniforms are completed. This process typically takes between three and four days but can take over a week in some cases. It is accomplished at the 120<sup>th</sup> Reception Battalion. BCT units pick-up all Soldiers here before they begin their 10 week BCT.

---

### **Weeks 1-3: Red Phase**

Soldiers meet their Drill Sergeants and begin training. While often considered a challenging phase for Soldiers due to initial conformity to Army standards of conduct and discipline, the actual training tasks are fairly simple when compared to later weeks. Most classroom-type training occurs in this period while Soldiers learn about:

- Ballistics and Basic Rifle Marksmanship (BRM) Fundamentals
- Personal financial management

## **Appendix D (cont.)**

- Law of Land Warfare
  - Uniform Code of Military Justice
  - Map Reading and Dismounted Land Navigation
  - Fundamentals of Physical Readiness and Nutrition
  - Confidence training (ie: rappelling)
  - Drill and Ceremonies
  - 1 Day Field Training Exercise
  - Chemical, Biological, Radiological, and Nuclear and Explosives (CBRNE) Defense and mask confidence chamber.
- 

### **Weeks 4-5: White Phase**

This phase is heavily focused on marksmanship including basic fundamentals and advanced techniques required on today's battlefield. The training focus is how to identify, track, target, and effectively engage targets with a rifle. Soldiers learn Basic Rifle Marksmanship (BRM) and Advanced Rifle Marksmanship (ARM). The training is progressive and becomes more difficult as the training progresses:

- Fundamentals of Rifle Marksmanship
  - Zero a rifle (align the rifle sites to hit targets at different distances)
  - Engage targets at various distances using three different positions
    - Prone supported (laying down with a support to hold the weapon steady)
    - Prone unsupported (laying down using only your hands to hold the weapon steady)
  - Kneeling unsupported (one knee on the ground, resting the weapon on the other knee)
  - Prioritize and engage multiple, simultaneous target exposure at various distances with limited time
  - Rifle qualification (Marksman, Sharpshooter, or Expert)
  - Advanced Rifle Marksmanship (close combat and use of optics and lasers)
  - 3- Day Field Training Exercise
-



## Appendix D (cont.)

### Weeks 6-9: Blue Phase

The culminating phase of BCT, Blue Phase combines the skills Soldiers have learned in earlier phases of training, and requires Soldiers to perform them as a member of a team. The execution of Warrior Tasks and Battle Drills (WTBD) becomes more important.

- Patrolling
- React to Contact – dismounted and mounted
- Maneuver and engage targets as part of a team
- Employ crew-served and high-casualty producing weapons
  - M240B Machine Gun
  - M249 Squad Automatic Weapons (SAW)
  - AT4 Anti-Tank Rocket Launcher
- M203 40mm Grenade Launcher
- Military Operations in Urban Terrain
- Convoy Operations
- Improvised Explosive Device (IED) Defeat
- 4 -Day Field Training Exercise
- Forward Operating Base (FOB) operations
- Buddy Team Live Fire

---

### Week 10: Graduation

The final week of BCT focuses on graduation. After completing the final training events, Soldiers reunite with loved ones during Family Day and share their experiences. The following day, Soldiers participate in a Graduation Ceremony. Graduates of BCT travel to their next phase of training, which in most cases is Advanced Individual Training (AIT) at another duty station.

*Tradition, Training, Transformation*





**Appendix E - Typical Daily Schedule In BCT.**

<b>FROM</b>	<b>TO</b>	<b>HOURS</b>	<b>EVENT</b>
<b>0500</b>	<b>0600</b>	<b>1.0</b>	<b>WAKE-UP / CLEAN FORMATION / HYGIENE</b>
<b>0600</b>	<b>0700</b>	<b>1.0</b>	<b>PHYSICAL READINESS TRAINING</b>
<b>0700</b>	<b>0730</b>	<b>0.5</b>	<b>PERSONAL HYGIENE</b>
<b>0730</b>	<b>0800</b>	<b>0.5</b>	<b>BREAKFAST</b>
<b>0800</b>	<b>0830</b>	<b>0.5</b>	<b>MOVEMENT TO TRAINING</b>
<b>0830</b>	<b>1000</b>	<b>1.5</b>	<b>TRAINING</b>
<b>1000</b>	<b>1100</b>	<b>1.0</b>	<b>TRAINING</b>
<b>1100</b>	<b>1200</b>	<b>1.0</b>	<b>TRAINING</b>
<b>1200</b>	<b>1230</b>	<b>0.5</b>	<b>LUNCH</b>
<b>1230</b>	<b>1330</b>	<b>1.0</b>	<b>TRAINING</b>
<b>1330</b>	<b>1430</b>	<b>1.0</b>	<b>TRAINING</b>
<b>1430</b>	<b>1530</b>	<b>1.0</b>	<b>TRAINING</b>
<b>1530</b>	<b>1630</b>	<b>1.0</b>	<b>TRAINING</b>
<b>1630</b>	<b>1700</b>	<b>0.5</b>	<b>MOVEMENT TO COMPANY AREA</b>
<b>1700</b>	<b>1830</b>	<b>1.5</b>	<b>DINNER</b>
<b>1830</b>	<b>2000</b>	<b>1.5</b>	<b>TRAINING</b>
<b>2000</b>	<b>2100</b>	<b>1.0</b>	<b>PERSONAL TIME</b>
<b>2100</b>	<b>0500</b>	<b>8.0</b>	<b>SLEEP</b>
		<b>24.0</b>	<b>24 hours X 60 Days = 1440H (generally no training on Sunday)</b>

## Appendix F – Initial Entry Training (IET) Directives

- In garrison, IET Soldiers are given the opportunity for 7 hours of sleep per night, unless the Soldier is scheduled for duty (for example, access control guard or CQ runner).
- In garrison, Soldiers are given 1 hour of personal time in the evening to take care of personal needs.
- POI training is generally not conducted on Sundays. Sunday morning is reserved for Soldiers to attend religious services as you desire. Activities required for preparing for the next week's training are conducted after 1300.
- Sexual harassment, fraternization, or inappropriate or unprofessional relationships are explicitly forbidden IAW AR 600-20, and TR 350-6. These offenses are punishable under the UCMJ.
- Prohibited Relationships.

(1) Any relationship between permanent party Cadre and any Soldier in training, not required by the training mission is prohibited IAW AR 600-20, paragraph 4-15. This definition includes and is not limited to dating IET Soldiers, writing personal letters, text messages, e-mails, exchanging personal communications on social media, having personal telephone conversations unrelated to the training mission, playing cards, gambling, dancing, entertaining in personal residences, sharing accommodations in a hotel/motel, transporting in a POV, or any other conduct of a personal or sexual nature.

(2) Cadre personnel are prohibited from "friending" or requesting to be a "Friend" of Soldiers in training through use of personal social media outlets/networking sites (that is, Facebook, MySpace, etc.). However, social media outlets/networking sites, such as official unit sponsored pages directed at conveying official Army information, communications, or activities may be used for official/professional communication between Cadre/Cadets and Soldiers in training.

(3) Soldiers in training. Any relationship between Soldiers in training not required by the training mission is prohibited IAW AR 600-20, paragraph 4-15. This definition includes and is not limited to the activities in the subparagraph above.

## **Appendix F (cont.)**

(4) Physical contact with Soldiers is prohibited for any reason other than to make necessary training-related corrections. Exceptions to this are where the safety of the Soldier is in question (for example, heat exhaustion, physical injury, etc.). Cadre members are not required to ask the Soldier's permission when making necessary corrections; however, it is advisable to tell Soldiers what you are going to do prior to doing it.

- “Separate and Secure” ensures all Soldiers are afforded the opportunity to undergo IET in a gender-safe environment.
  - Provides for gender privacy and dignity in secure living conditions supervised by one or more authorized and trained persons
  - Physical security measures for independent sleeping area separated by bay, wing, or door
  - Fire Safe barrier wall with alarm separates genders on the same floor
  - Doors with lockable panic hardware and silent alarm to sleeping areas
  - Rear fire exit doors equipped with panic and silent alarms
  - Each gender has its own latrine
  - Separate buildings will be used when above conditions cannot be met

## Appendix G – Duty Position Descriptions

**Platoon Leader:** Serves as a Platoon Leader of a Basic Combat Training Platoon composed of three cadre and 60 Soldiers in training. Provides assistance for all cadre and Soldier personnel actions within the platoon to include in-and-out processing, administration and accountability. Assists in the managing of all logistical actions within the platoon to include accountability, issue and turn-in procedures, and maintenance of all individual and company level equipment. Provides assistance with daily support operations such as coordinating transportation and food for 60 Soldiers. Plans platoon training in coordination with the Platoon Sergeant, Executive Officer, and Company Commander. Assists the Drill Sergeants in all facets of training and execution of safety measures at all levels.

**Company Executive Officer:** Serves as a Executive Officer of a Basic Combat Training Company with a total strength of 18 cadre and approximately 240 Soldiers. Responsible for all cadre and soldier in training personnel actions within the company to include in and out processing, administration, and accountability; manage all logistical actions within the company to include accountability, issue and turn in procedures, and maintenance of all company equipment. Responsible for completing all required training events in a satisfactory manner. Fills the position of the Company Commander in his or her absence.



## Appendix H – Weapons Immersion

Cadets must understand and enforce weapons immersion standards. The intent of weapons immersion is to enable Soldiers to become familiar and proficient with the safe handling of weapons early in their career. In BCT, weapons immersion instills discipline and safety into our Soldiers.

- Weapons immersion training is conducted to reduce negligent discharges. Each weapon issued will be carried on the person of the Soldier to whom issued at all times or it will be properly safeguarded and secured.
- Weapons immersion training will take place as early as possible during the BCT training cycle. Soldiers generally receive their assigned weapon within 48 hours of arriving at BCT.
- Weapons immersion training is not acceptable at certain locations. Weapons immersion training will not occur in medical and religious facilities, PX, banks, credit unions, public schools, and day care centers.
- Soldiers will not flag or point their weapon at others, or engage in other unsafe acts. Leaders will consistently enforce weapons discipline.



## **Appendix I - Expectations of Cadets**

All Cadets, regardless of assignment as platoon leader or XO, must accomplish certain basic tasks during CTLT. We strive to provide a superior development experience at Fort Jackson, so Cadets must participate as much as possible. The list below is for the benefit of the Cadet and sponsor/commander. These may provide material that will be useful for writing the required OERs. The Cadet who has done little has not pursued this training opportunity aggressively. The commander who allowed a subordinate to under achieve has also failed to meet the intent of the program.

1. Look for ways to contribute to the unit's mission.
2. Participate in everything you can.
3. Learn as much as you can from the Officers, Drill Sergeants, Support Cadre, and Soldiers.
4. Coordinate logistics for company training for at least two days or events.
5. Plan and coordinate a training event for the company (i.e. BRM Ranges, CLS, NIC, Convoy Training or Red Phase training class)
6. Qualify with the M-16A2 (if in White phase)
7. Take an APFT
8. Teach a class in either a classroom or field environment.
9. Conduct a counseling session (oral and written) with a Soldier or cadre member.
10. Conduct an in-ranks inspection for platoon and the barracks area.
11. Write an Operation Order (OPORD) that supports the execution of a training event (i.e. foot march, FTX, MOUT training)
12. Run a range.
13. Visit Rainbow Room during cycle lock-in and participate in training management discussion and planning.
14. Participate in Officer Professional Development Program (OPD) with unit.
15. Participate in daily PRT with unit.
16. Attend a social function with officers/chain of command/NCOs.



## Appendix J - Army Values

Values are core ideas/beliefs held by an individual. The Army stresses seven core values as a basis for ethical behavior. Cadets must know these values prior to their arrival at Fort Jackson.

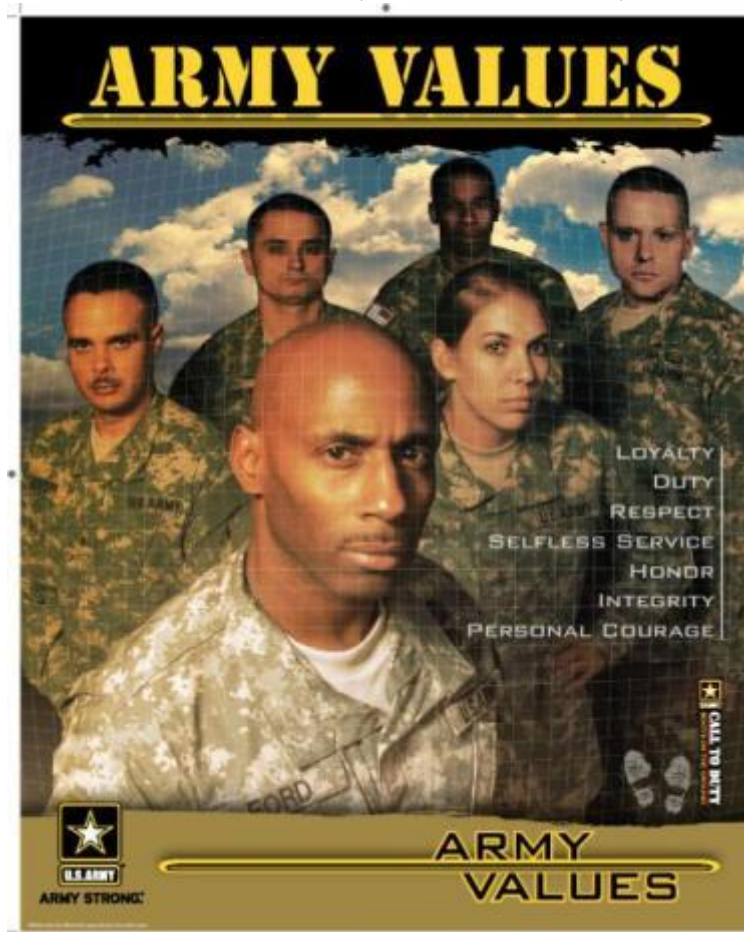
### ARMY VALUES

<b>L-oyalty</b>	Bear true faith and allegiance the U.S. Constitution, the Army, your unit, and other Soldiers.
<b>D-uty</b>	Fulfill your obligations.
<b>R-espect</b>	Treat people as they should be treated.
<b>S-elfless-Service</b>	Put the welfare of the nation, the Army, and your subordinates before your own.
<b>H-onor</b>	Live up to all the Army Values.
<b>I-ntegrity</b>	Do what's right, legally and morally.
<b>P-ersonal Courage</b>	Face fear, danger, or adversity (physical or mental)

1. **Loyalty** establishes the correct ordering of our obligations and commitments, starting with the Constitution, but also including the U.S. Army, the unit, family, friends, and finally self. Loyalty works both ways, up and down, and is a pre-condition for trust, cooperation, teamwork, and camaraderie.
2. **Duty** is the sense of commitment an individual feels toward the laws and rules that make up organizational, civic, and moral obligations. Our values originate with duty because we expect all members of the Army to fulfill their obligations, at a minimum. We often expect individuals to exceed their duty, especially in ethical matters.
3. **Respect** is the regard and recognition of the absolute dignity that every human being possesses. Respect is indicated in compassion, consideration of others, sensitivity to and regard for the feelings and needs of others and an awareness of the effect of one's own behavior on them. Respect also involves the notion of fairness.
4. **Selfless Service** signifies the proper ordering of priorities. Think of it as service before self. The welfare of the nation and the organization come before that of the individual. While the focus is on service to the nation, the idea also requires that the person properly takes care of family and self.

## Appendix J (cont.)

5. **Honor** is a measure of an individual's motivation to act for the greater good, and is characterized by a strong sense of right and wrong. Honor circumscribes the complex set of all the values that make up the public code for the Army (or for any organization). Honor includes integrity, courage, loyalty, respect, selfless-service, and duty. Honor and moral identity stand together because the honorable individual identifies with the group values. Honor provides the motive for action. An honorable person feels bound to a public moral code rather than protection of a reputation.
6. **Integrity** requires steadfast adherence to a set of values, encompassing the sum total of a person's set of values and his or her private moral code. Integrity can also be expressed as reliability under all conditions.
7. **Personal Courage** is the military virtue that enables us to face fear, danger, or adversity, whether in physical or moral contexts. Courage includes the notion of accepting responsibility for decisions and actions and involves the ability to perform critical self-assessment, confront new ideas, and to change.



## **Appendix K – Soldier’s Creed**

BCT Soldiers recite the Soldier’s creed during their graduation ceremony. They learn it early in the cycle and strive to live by its principles. Cadets need to know the Soldier’s Creed prior to their arrival at Fort Jackson.

**I am an American Soldier.**

**I am a Warrior and a member of a team. I serve the people of the United States and live the Army Values.**

*(WARRIOR ETHOS)*

*I will always place the mission first.*

*I will never accept defeat.*

*I will never quit.*

*I will never leave a fallen comrade.*

**I am disciplined, physically and mentally tough, trained and proficient in my warrior tasks and drills. I always maintain my arms, my equipment and myself.**

**I am an expert and I am a professional.**

**I stand ready to deploy, engage, and destroy the enemies of the United States of America in close combat.**

**I am a guardian of freedom and the American way of life.**

**I am an American Soldier.**

**Appendix L – CTLT Program Assessment (to be completed by Cadets)**

**CADET AAR OF CTLT PROGRAM**

One form per Cadet.

To be turned in at the end of cycle outbrief.

*These aspects of the program were successful; sustain for next year:*

---

---

---

---

---

*These aspects of the program should be improved for next year:*

---

---

---

---

---

---

**On a scale from 1 to 5, rate the Cadet Program this cycle.**

**1 = Strongly Disagree    2 = Disagree    3 = Agree    4 = Strongly Agree    5 =  
Couldn't agree more!**

I contributed to the mission of my unit.	1	2	3	4	5
I was given responsibilities commensurate with my abilities.	1	2	3	4	5
My counseling sessions were helpful in identifying my strengths and weaknesses.	1	2	3	4	5
Orientations were sufficient to prepare me for my duties in my unit.	1	2	3	4	5
My Cadet Program experiences strengthened my leadership abilities.	1	2	3	4	5
Cadet Program provided me insight into responsibilities of an Officer.	1	2	3	4	5
My sponsor and my unit gave me the support I needed to succeed.	1	2	3	4	5

## Appendix M – CTLT Program Assessment (to be completed by sponsors)

### SPONSOR AAR OF CTLT PROGRAM

One form per sponsor.

To be turned in at the end of cycle outbrief.

*These aspects of the program were successful; sustain for next year:*

---

---

---

---

---

*These aspects of the program should be improved for next year:*

---

---

---

---

---

**On a scale from 1 to 5, rate the Cadet Program this cycle.**

**1 = Strongly Disagree   2 = Disagree   3 = Agree   4 = Strongly Agree   5 =  
Couldn't agree more!**

Cadet Program timeline is sufficient to prepare sponsors for duties	1	2	3	4	5
Cadet Program contributes to the cadet's leader development.	1	2	3	4	5
Cadet Program influences cadet's professional growth.	1	2	3	4	5
Cadet Program provides experience in leader positions in IET.	1	2	3	4	5
Cadet Program was very productive to all cadets.	1	2	3	4	5
The Fort Jackson CTLT program is overall successful.	1	2	3	4	5
My unit and the installation gave Cadets the support they needed to be successful.	1	2	3	4	5

## **Appendix N - Frequently Used Telephone Numbers**

Fort Jackson Welcome Center	(800) 276-6984, (803) 782-9802
Military Police	(803) 751-3113/3114
G3 Training (Cadet Liaison)	(803) 751-6744
Moncrief Hospital	(803) 751-2284
Dental Clinics	Caldwell (803)751-5178 Hagan (803)751-6211
Brigade Staff Duty Desk	165 <sup>th</sup> (803) 751-5089 193rd (803) 751-6343 171 <sup>st</sup> (803) 751-6113
FJ Emergency Operations Center	(803) 751-5166/5167
Post 911	(803) 751-9111
Taxi Co.	(803) 754-8163 (Blue Ribbon Cab)



## **Appendix O – Commonly Used Fort Jackson, BCT, and IET Terminology**

**Advanced Individual Training (AIT)**: Training given to enlisted personnel, after completion of BCT, to qualify for the award of a Military Occupational Specialty (MOS).

**After Action Review (AAR)**: A group critique at the end of a mission or exercise to maximize the learning experience of the group.

**Advance Rifle Marksmanship (ARM)**: Demonstrate proficiency at engaging targets while using advance firing positions; demonstrate proficiency correcting malfunction; and changing magazines

**Army Combat Uniform (ACU)**: The digital print utility uniform worn with combat boots.

**Army Physical Fitness Test (APFT)**: Evaluates physical condition. It consists of three events (push-up, sit-up and 2 mile run) that are rated on a scale from 0 to 100 points for each event. The minimum passing score for each event is 60 points (50 points in BCT).

**Basic Combat Training (BCT)**: Training in basic military subjects and fundamentals of basic combat skills, to all newly enlisted Active, Reserve, and National Guard personnel.

**Bastogne**: Range facility used to train and familiarize Soldiers on US Weapons such as M240B, M249, M203, and AT4.

**Cadet Troop Leadership Training (CTLT)**: Program during the summer for MS IIIs after Advanced Camp to work as a leader and experience the challenges of an active Army unit.

**CHIP**: Buddy Team Movement Dry/Blank Fire.

**Confidence Obstacle Course (COC)**: Uses physical obstacles to build individual confidence within Soldiers.

**Commander (CDR)**: The officer with legal authority over all personnel and operations in the unit.

**Continental United States (CONUS)**: Usually refers to an assignment within the lower 48 states of the US.

**Convoy Operations**: Wanat Range is used to conduct mounted and dismounted operations from a tactical vehicle and to react to direct and indirect fire and suspected IEDs.

## **Appendix O (cont.)**

**Deputy Commanding Officer (DCO)**: Second in command of unit/installation.

**Drill and Ceremonies (D&C)**: How military groups move from place to place and render honors.

**Drill Sergeant (DS)**: An NCO that has successfully completed the prescribed instruction in the U.S. Army Drill Sergeant School, been awarded the “X” Skill Qualification Identifier, and is qualified to train and supervise IET Soldiers.

**Engagement Skills Trainer 2000 (EST)**: A virtual training system that provides initial and sustainment marksmanship training.

**Field Manual (FM)**: describes doctrine (how to do something) e.g. tactics, patrolling.

**Field Training Exercise (FTX)**: Training conducted outside the classroom, maximizing hands-on experience.

**Fit to Win (FTW)**: Obstacle course intended to enhance physical skill and stamina

**Global Assessment Tool (GAT)**: Initial step in the Comprehensive Soldier Fitness program

**Graphic Training Aid (GTA)**: A visual aid or tool used while conducting training.

**Headquarters (HQ)**: Higher Echelon Unit or building.

**In Accordance With (IAW)**: Tells you what reference to use to obtain guidance on how to accomplish something.

**Individual Training Record (ITR)**: Records the training/standards achieved by the Soldier.

**Initial Entry Training (IET)**: Training presented to new enlistees, includes BCT, OSUT, and AIT.

**Initial Military Training (IMT)**: Terms that encompass all initial Army training including enlisted, warrant officer, and officer.

**Leadership Development Program (LDP)**: An evaluation program of leadership potential for Army ROTC and West Point Cadets.

**Modern Army Combatives (MAC)**: Trains Soldiers in close quarters combat i.e. hand to hand.

## **Appendix O (cont.)**

**Mandatory Release Date (MRD)**: A predetermined release date that is part of the Reserve Component enlisted contract; established at the home station to allow students and seasonal employees to enter and complete BCT during IET.

**Military Occupational Specialty (MOS)**: An IET Soldier is considered MOS qualified upon successful completion of all BCT and AIT/OSUT requirements.

**Night Infiltration Course (NIC)**: Trains Soldiers to move under direct and indirect fire in limited to no visibility

**Noncommissioned Officer (NCO)**: Conducts the daily business of the Army within established orders, directives and policies. Primarily involved with training and leading of Soldiers and teams. Includes CPL through CSM.

**Officer Evaluation Report (OER)**: A job evaluation and report card.

**Omaha**: Buddy Team Live Fire range

**Outside Continental United States (OCONUS)**: Usually refers to an assignment outside the lower 48 states of the US.

**One Station Unit Training (OSUT)**: IET conducted in one location, in one unit, under the same cadre, with a Program of Instruction tailored to a specific MOS (Armor, Engineer, Infantry, and Military Police).

**Physical Readiness Training (PRT)**: Includes stretching, calisthenics, strength training and cardio-vascular training to prepare for APFT.

**Remagen**: Hand Grenade qualification range, to include Grenade Assault Course, and throwing live Grenades.

**Standard Operating Procedure (SOP)**: The organization's standard/approved/written way to do something.

**Teamwork Development Course (TDC)**: Requires Soldiers to work as a team to complete and solve tactical scenarios.

**Urban Assault Course (UAC)**: A mock town with buildings where Soldiers are trained on conducting operation in urban environment.

## **Appendix O (cont.)**

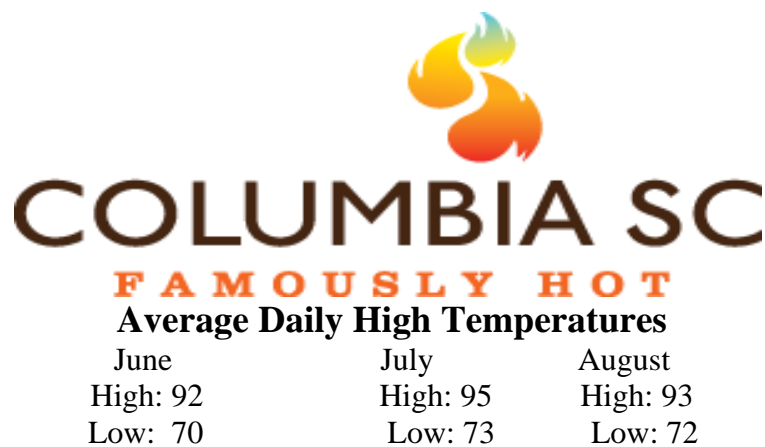
**Victory Forge (VF)**: The cumulating event for BCT, a 4-day field exercise in which Soldiers apply all the skills and tasks they have learned throughout BCT.

**Warrior Tasks and Battle Drills (WTBD)**: Skills taught in BCT and the BCT portion of OSUT to train Soldiers how to survive in combat. Common skills required for every Soldier in the Army to know for combat operations. They begin training these skills in BCT. (See Appendix V)

## Appendix P - Fort Jackson Summer Safety

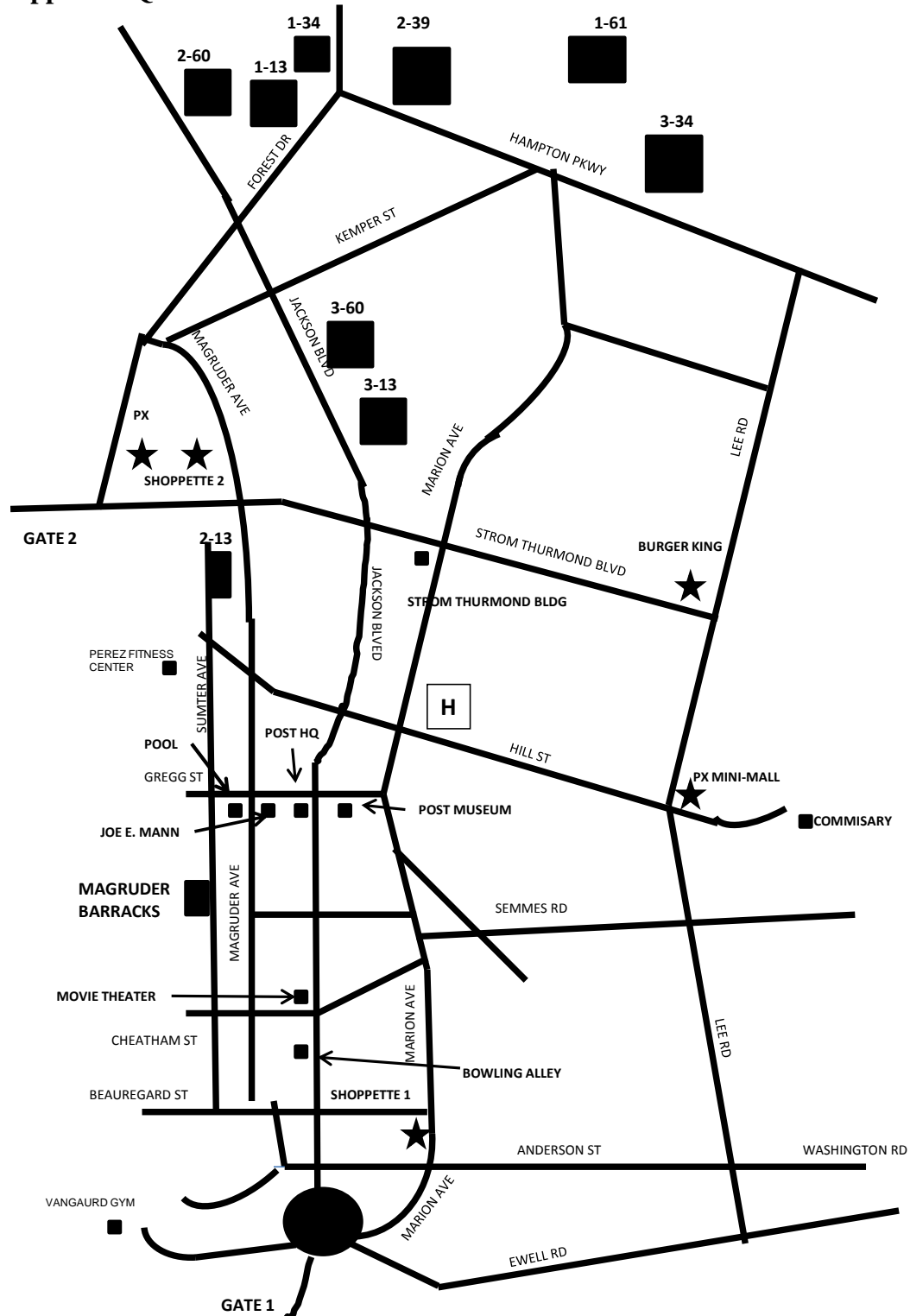
The summer heat makes training more difficult and requires constant monitoring IOT prevent heat injuries. Be prepared for extreme heat and humidity upon arrival. The points below are critical to your success and keeping your Soldiers safe. The weather data is provided for your better understanding of Columbia weather

- Drink plenty of water; consume no more than 1.5 quarts an hour and no more than 12 quarts per day
- Maintain a well balanced diet
- Wear appropriate clothing
- Use sunscreen and apply frequently
- Follow the recommended work/rest cycles you will learn upon your arrival as well as Fort Jackson Heat Category requirements.



***High Temp = 109° on 29 June 1998***

## Appendix Q – Fort Jackson Units & Facilities

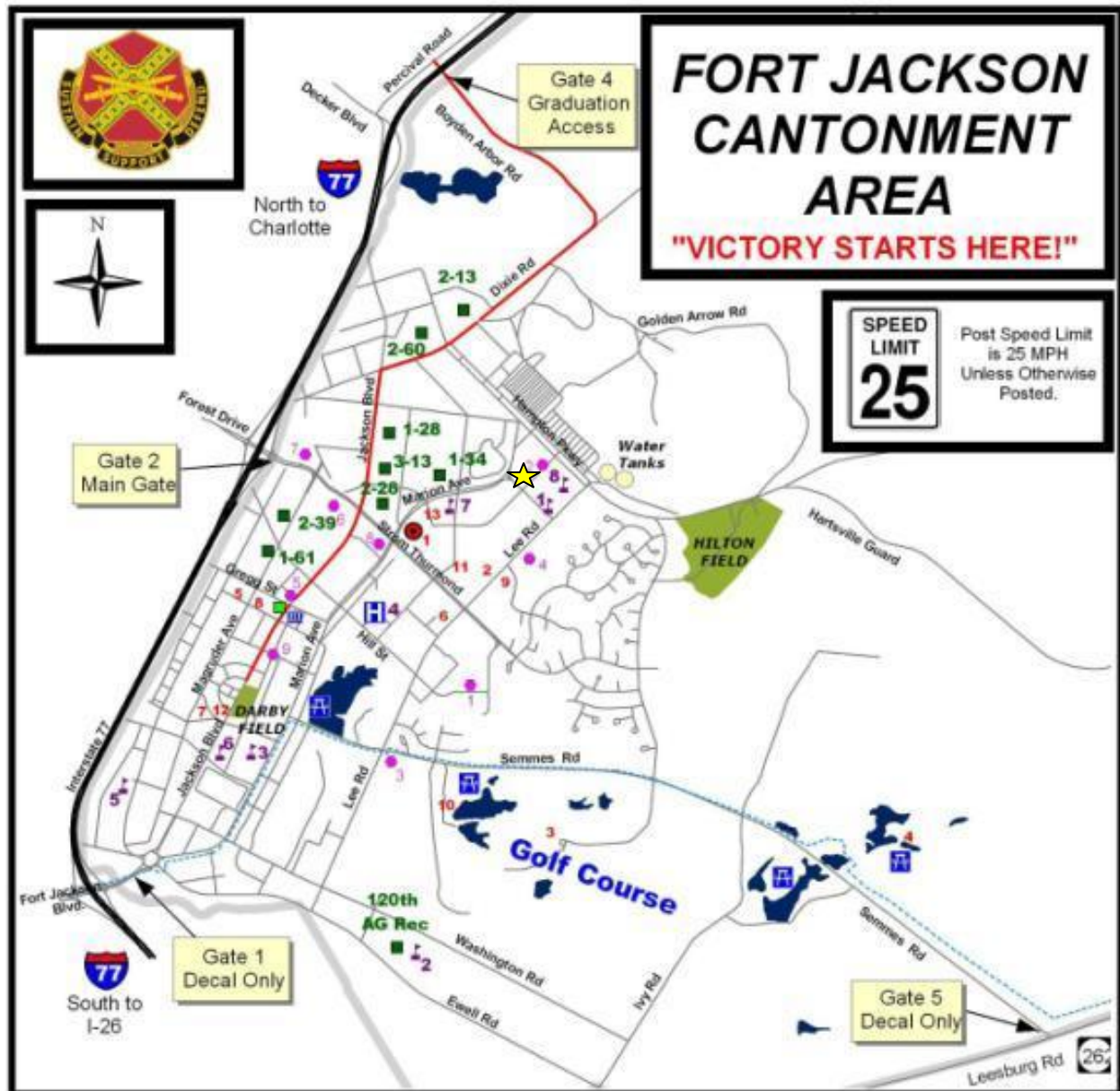


## Appendix Q (cont)

LOCATION	PHONE #	BLDG #	HOURS OF OPERATION
PX	(803)787-1950	4110	MON-SAT 0900-2100 SUN 0900-1700
SHOPPETTE 2	(803)790-4478	4120	24/7
BURGER KING	(803)782-5396	5670	MON-FRI 0600-2000 SAT & SUN 0800-1900
ED CENTER	(803)751-5341	4600	
PX MINI MALL		4712	MON-SAT 0900-1900 SUN 1000-1800
COMMISARY	(803)751-5789	4716	MON CLOSED TUES 0900-2000 WED-FRI 1000-2000 SAT 0900-2000 SUN 1100-1800
KNIGHT POOL	(803)751-4796	3296	MON-FRI 0600-1400 & 1630-1900 SAT & SUN CLOSED
JOE E. MANN	(803)751-4815	3392	MON-FRI 0800-1700
POST MUSEUM	(803)751-7419	4442	MON-FRI 0900-1600 SAT & SUN CLOSED
MOVIE THEATER		3319	FRI-SUN 1900
BOWLING ALLEY	(803)751-4759	2395	FRI 1700-TBA SAT 1300-TBA SUN 1200-TBA
SHOPPETTE 1	(803)782-2076	2420	MON-SAT 0700-1800 SUN 1000-1800
PEREZ FITNESS CENTER	(803)751-6258	4149	MON-FRI 0530-2100 SAT & SUN 1000-1800
VANGAURD GYM	(803)751-4526	2009	MON-FRI 0530-2100 SAT & SUN 0900-1800
DFACs			
DSS		9572	
1-61 IN REG		11900	
3-34 IN REG		10791	
1-13 IN REG		11500	
2-39 IN REG		10401	
369th AG BN		3210	
3-13 IN REG		5422	
2-13 IN REG		4270	
187th ORD		2260	
2-60 IN REG		11500	
1-34 IN REG		11500	
120th AG BN		1875	



## Appendix R - FORT JACKSON CANTONMENT AREA MAP



**Note:** Gold Star Identifies location of FJ Lodging Office

## Appendix S - Packing List

BELOW IS A LIST OF MINIMUM ITEMS THAT EACH CADET WILL NEED FOR CTLT AT FORT JACKSON:

<u>ITEM</u>	<u>NUMBER</u>
Bag, laundry	1
Belt, uniform w	2
Boots, combat	2 pairs (if available)
ID Card, ID Tags	1
Underwear	6
Gloves, leather, black	1 pair
Padlock w/keys	1
Shirt, ACU	3
Shirt, Army PT S/S	2
Shorts, Army PT	5
Running Shoes	1
Socks, wool, OD	6 pairs
Toilet articles	Min 14 days' supply
Towel, bath	2
Trousers, ACU	3
Undershirt, Tan	6
Civilian Clothes	2 sets
Beret (optional)	1

NOTE: USMA/ROTC packing list may vary from this. Some items (ie: dress uniforms) may be on the school's packing list, but not required by Fort Jackson.

NOTE: Units have responsibility for issuing Cadets TA-50. Unit supply NCO will coordinate with CIF for additional equipment support, as required.

## Appendix T - BCT CORE

Wk	Sun	Mon	Tues	Wed	Thur	Fri	Sat
Red 0		Reception	Reception	Reception	Processing	Processing	Ship
1		VIC TWR	GAT / FA7	TDC	LN 3.4		Classes
2		NBC	FTW	FA (CLS)	FA (CLS)	FA (CLS)	MAC (4 hrs)
White 3		EST (2/3)	Grp/Zero (4A)	Grp/Zero (4B)	Grp/Zero (4C)	LOMAH (5A)	MAC/Pugils (4)
4		LOMAH (5B)	Static TGT (6)	EST 2 (7)	Field Fire (8)	Qual 1 (9)	MAC (4 hrs)
5		Qual 2 (10)	COC	EST 3 (ARM 1/2)	ARM 3/5 D/N	ARM 4/4N/6	ARM 7
Blue 6		Def Issue		FTX 1 / NIC	FTX 2/UAC	FTX 2	MEDSTX Tng
7		Post Detail	HGQC	Remagen	CHIP	Omaha	MAC (4 hrs)
8		Convoy w/ trucks	Bastogne				MAC (4 hrs)
9		VF	VF	VF3	VF (MOUT)	Refit	Refit
Grad 10		Out Process	Out Process	Family Day	Graduation	Ship	

